

11 December 1959

THRU : Acting Chief, Economic Research Area
Chief, Industrial Division
Chief, Producers Equipment Branch

IBM Runs of Analyst Time Distribution

1. The only two IBM runs used in I/PE are the analyst report and the division project report. The division project report is the more useful of the two.
2. The analyst report is reviewed by the branch chief each month to determine whether the expenditure of man hours is proceeding in accordance with plans drawn up at the beginning of the fiscal year. The accumulated reports are used at the end of the year to plan man hours expenditure for the ensuing fiscal year.
3. The division project report (branch run) is reviewed each month as a control on the execution of the branch research program. The accumulated reports are used in the spring for planning the number of man hours to be expended on projects during the next fiscal year.

25X1A9a
[REDACTED]

Distribution:

0 & 1 - Addressee

1 - D/I

2 - I/PE

25X1A9a

ORR/I/PE/[REDACTED]:dh/3647

~~CONFIDENTIAL~~